

Enterprise Project Management Office (EPMO) – www.epmo.scio.nc.gov

What is in this issue

New Communication Plan

Application Portfolio Management

What's Changing

New Communication Plan Template

The Methodology Team has created a new communication plan template that has combined three separate documents into this new document.

The communication plan is very flexible and allows a project manager to document the project meeting schedule, project

document distribution and project contact list.

This will eliminate the need for the project coordination checklist required at gate 1. So this requirement will be removed from the PPM workflow.

While this is a best practices template, the EPMO encourages

agencies to review and use this document.

The document can be found at
<<http://www.epmo.scio.nc.gov/library/xls/Communication_Plan.xls>>

Application Portfolio Management

It is that time of the year again to update your application data. This year we are asking agencies to ensure they

--Enter application costs for fiscal year 2011

--Verify existing and complete any additional information

--Verify application hosting location

--Verify application criticality

--Verify application disaster recovery information

--Add any new applications, especially those supporting critical systems

Agencies will have until **September 2, 2011** to fill in all necessary information. In early September, the Office of State Controller will use the cost information in the APM tool to assist in developing the IT

Expenditures Report.

Periodic training will be held in June and July. The APM definitions document can be used as a reference to help data input. This document can be found at
<<[http://www.epmo.scio.nc.gov/library/pdf/Application_Attributes Configuration.pdf](http://www.epmo.scio.nc.gov/library/pdf/Application_Attributes_Configuration.pdf)>>

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Please send feedback to
its.epmo@its.nc.gov.

PMP Certification Prep Class

The EPMO just finished the Spring PMP Certification Preparation class. The next class will be offered Spring of 2012 due to PMI changing the exam to reflect the professional responsibility throughout all knowledge areas.

If you would like to more information, please email jesus.lopez@nc.gov.

Has your email address changed?

In the last year many agencies moved to the ITS Exchange Email Service and received a new email address. Remember to change your email address in the PPM tool. To do this, log into the tool, in the upper right click on "preferences", then click on the bottom "change user preference" and update your email address.

Important Links

EPMO Web Site

<<<http://www.epmo.scio.nc.gov/>>>

PPM Tool

<<<https://www.ppm.state.nc.us/UMTNC/Login.aspx>>>

What's Changing

PPM Tool Changes

No PPM Tool Changes

Process Changes

1) Project Coordination Check List is no longer required at gate 1. It has been replaced by the communication plan which is a best practices template.

2) Updated application definition process to include examples of application criticality.

Documentation Changes

1) Application Definition (updated)

2) Application Portfolio Management Training (updated)

3) Project Approval Workflow for projects \$500,000 or greater (updated)

4) SDLC Workgroup Meeting Minutes (new)

5) Process for IT Projects with RFP Solicitation (updated)

Forms and Template Changes

1) Communication Plan Template (new)

2) Gate Approval Checklist for Registered Projects (updated)

3) Gate Approval Checklist for Projects Over \$500,000 (updated)